



Sage 100 Complete Bundle Modules

The following are modules included in the Sage 100 Complete Bundle organized by function.

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Core Financial Modules

General Ledger [Standard Accounting Function]

The General Ledger module includes features found in many enterprise level packages, such as a maximum 32-character account number with up to 10 segments. Typically, 3 – 5 segments are utilized with up to a 12-character length. This, and the ability to define multiple companies within the standard system, provides automated data posting and reporting and consolidation.

All applicable application module registers integrate data postings to the General Ledger. Other standard features include definition of roll-up codes for reporting flexibility, unlimited numbers of budgets and tools for creation and importing budgets, flexible accounting periods by entity, multi-year history retention and comparative reporting, automatic allocation functions, standard, transaction, recurring and reversing journal entry formats, and bank fund transfers integrated to Bank Reconciliation.

In addition to standard audit and analytical reports, Sage Intelligence provides multiple custom formats for financial statements, including automated consolidations.

Accounts Payable [Standard Accounting Function]

Accounts Payable includes standard disbursements functionality and full integration with general ledger, bank reconciliation, commission payments, purchase order, fixed assets, and job cost. In addition to standard reports, alternative check forms and extended stubs may be customized. For vendors that are also set up as customers, open A/R invoices may be automatically matched and cleared against open A/P invoices. Full 1099 reporting and production is standard and integrated with electronic reporting, as required.

Standard features include use tax and freight allocation, credit card vendors for balance transfer, automatic payment selection, electronic ACH payment, repetitive invoice processing, extended stubs for checks, manual checks, check reversals, and divisional accounting.

Accounts Receivable [Standard Accounting Function]

Accounts Receivable is where all customer-related setup resides, including customers, salespersons, and terms. All data may also be integrated with the Customer Relationship Management system. It includes standard miscellaneous invoicing, cash receipts, and accounts receivable tracking including statements, and full integration to general ledger, sales order, job cost, and bank reconciliation. Open A/R invoices may be automatically matched and cleared against open A/P invoices.

Bank Reconciliation [Standard Accounting Function]

All cash transactions from accounts payable, accounts receivable, payroll and general ledger integrate to the Bank Reconciliation module and allow for multiple bank accounts. There is a standard function to report cash flow from aged A/P and A/R invoices and separately entered future projected transactions. Integrated functions are available for positive pay accounts and integration with downloaded bank transactions.

Credit Card Processing [External Automation Function]

This module is included in the application bundle and provides collection for customers using credit cards and integrated with the Accounts Receivable and Sales Order modules. It is powered by PAYA, which is a processor, so you would need to establish an account with them prior to use. Stored credit card numbers are encrypted with Sage 100, address verification is included, Credit Verification Value (CVV2) for credit card authentication is supported and is compliant with PCI industry data security standards. Sage Exchange is integrated, which requires all credit card data to be securely stored outside the Sage 100 system in a secure cloud-based system.

Sales, Marketing, and Customer Service Functions**Customer Relationship Management (Sage CRM)**

Sage CRM provides a complete view of the organization's customer interactions from prospects to customer service activities. This includes quotes and sales order integration, marketing automation, customer service, and mobile solution interfaces. Complete history of sales order and invoice detail is accessible directly from Sage CRM. The system has much more data stored and associated with customers and other contacts, including notes, integration with e-mail messages, document attachments, and transactions. Customizations may be performed without programming or the system may be expanded for integration with external systems. The system may also be integrated with telephone systems enabling autodialing and inbound caller recognition to streamline the sales and customer service processes.

The standard Sage 100 system is delivered with the Sage CRM Server and 1 named CRM user license. Additional licenses may be added as named users.

Core Distribution/Production Modules

Inventory [Standard Distribution Function]

The Inventory Management module maintains item detail for raw materials, finished goods and packaging. This includes items that are produced and need to be separate from the original materials. Item numbers may be up to 30 characters and may also be accessed via alias numbers. The primary input of quantities to inventory is from the Purchase Order module through receipt of goods, although internal receipts from alternate locations may be accomplished using receipt transactions or warehouse transfers. Inventory is relieved through the Sales Order and shipping/invoicing process.

In addition to the costing methods such as standard, average, and FIFO, this includes lot-based costing and tracking. Pricing tables may be set up for both inventory receipts as well as sales to reflect contracts or discounts that may apply based on individual vendor/customer or groups.

Automation of inventory movement may be accomplished through assignment of bar codes on forms and labels. There are many standard reports for tracking status and transaction history.

Sales Order [Standard Distribution Function]

Sales order is the module that allows entry of quotes, standard orders, blanket orders (contracts) or repeating orders. This module includes the shipping data entry and invoicing. All transactions may also be accessed through the Sage CRM module. A key feature for lot-based inventory is the assignment of lot numbers during the sales order and picking/shipping process. Promise dates may be assigned by line item on all sales orders. Drop ship orders may be designated which also prompts for auto creation of an offsetting purchase order.

All forms may be customized, and multiple formats may be designed based on the types of orders. These include quotes, orders, picking forms, labels, and packing lists/bill of lading forms, reflecting a true pick, pack, and ship design. There are extensive standard reports available for tracking, status, and history.

Purchase Order [Standard Distribution Function]

This module allows for the issuing of purchase orders and internal requisitions with integration to accounts payable, bank reconciliation, job cost, inventory, and general ledger. This is the primary method of acquiring inventory. Purchase order types include standard, drop ship, blanket (contracts), and repeating. Expected delivery dates may be assigned by line item. For any items that may include freight or tariffs to be allocated over all items in the shipment, there is a standard landed cost function to accomplish this.

All forms may be customized, and multiple formats may be designed based on types of purchases. There are also extensive standard reports available for tracking, status, and history.

Return Merchandise Authorization (RMA) [Standard Distribution Function]

The RMA module provides product return/credit actions based on inventory, customer, and vendor, when applicable. Customer accounts may be credited and replacement product cross shipped, if desired. For drop ship items, vendors may be contacted for credits and replacement

product shipments. Inventory status may also be updated. Reasons for all actions are defined and assigned during the RMA entry process.

RMA integrates with Inventory, Sales Order and Purchase Order. Forms may be customized, and standard tracking and history reports are available.

Bill of Materials [Standard Production Function]

The Bill of Materials module provides for after-the-fact production transactions where materials/packaging are combined with labor to produce a separate parent item. This includes both yield and scrap calculations, as well as other allocated costs, such as overhead. This integrates with the Inventory and Sales Order modules. Standard reports, including bill details, are included as part of this module.

Bar Code/Mobility [Standard Inventory/Production Utility]

Bar Code is used in conjunction with specific distribution and production software on handheld devices available from Scanco to integrate data gathering with Sage 100 functions. Bar Code processes multiple types of Sage 100 ERP transactions for Sales Order, Inventory Management, Bill of Materials, and more, streamlining warehouse processes by enabling your shipping and receiving staff to collect data rapidly and accurately. Radio-frequency handhelds are supported, and when you add important information to your items, sales orders, purchase orders, or bills using user-defined fields (UDFs), it also flows through into your bar codes. For instance, if you add a product style or color field, they will print and correctly scan during receipt of goods and sales order shipments. Also, to simplify the resolution of import errors, a Barcode Rejection Maintenance task provides clearly stated reasons for the rejection, such as Invalid Item Codes or Insufficient Quantity Available.

Sage Operations Management [Optional Production Modules]

Please reference the separate attached document on this integrated function.

Utility, Report Writing, and Analysis Tools

Library Master and User Licenses [Control Utility]

The Library Master is the control module that includes company maintenance, user and role access security, and utilities. The user licenses are concurrent, meaning the licensed users may be logged on to the system at any one time, so more than this may be defined. User definition and security are administered within the Library Master. Users may be assigned one of more roles which define how they may access functions and to what extent. The standard system provides for multiple companies.

Crystal Reports [Report Writing]

All standard reports and forms delivered with the system are defined using the industry standard Crystal Reports. Two designer licenses are included which may be used to make changes to standard reports and forms and to design additional custom reports and forms. All users may have access to print reports and forms, both standard and custom, without requiring the designer license. Reports may be displayed, printed, or sent to alternative formats, such as PDF or Excel.

Business Insights [Data Inquiry/Business Intelligence]

Business Insights is an intuitive, graphical inquiry, and analysis tool integrated as part of the standard system with templates applicable to all application modules. Inquiry screens may be filtered, customized, and saved by user. Alternative formats for charts and graphs relating to the data may be included in the analysis.

Sage Intelligence (SI) [Data Inquiry/Report Writing/Business Intelligence]

Sage Intelligence (SI) is an analysis and report writing tool included with Sage 100 for use in formatting financial statements, as well as integration with data from all other modules. SI selects data and automatically extracts it into Excel spreadsheets for direct printing or further analysis within that familiar tool.

Report Manager named user licenses allow the creation and editing of reports which may also be viewed/printed by optional Report Viewers. The standard Report Designer module provides drag and drop capabilities to quickly create new reports. The optional Connector module is required for multiple company consolidations and the incorporation of external data into analyses and reports.

Paperless Office Functions [Reporting Utility]

As a standard part of the system all standard posting and month-end reports, as well as forms, may be saved to indexed PDF files. This decreases the amount of printed reports required and speeds up overall processing. Incorporated into this function is the ability to e-mail and fax documents and forms.

Source documents may also be scanned and attached to key entry journals, to provide a complete electronic audit trail to all transactions. These electronic documents, such as invoices, may be referenced within the attachment feature of the Customer Relationship Management module

for easy access by appropriate management and staff both locally and remotely subject to access security.

Custom Office [Customization Utility]

The Custom Office module is a standard function within the system providing the ability to create user-defined fields, customize screens, and create and incorporate user-defined scripts. These may be assigned and secured by user or role. This function links to Microsoft Office to merge data into Excel, Word, and other Office modules templates, including the addition and viewing of attachments specific to the data.

Visual Integrator [Data Integration Utility]

Visual Integrator is a general data import and export utility, which facilitates the data integration between Sage 100 and external systems, such as Excel and other general documents. Integration may be controlled by starting the jobs manually or may be automated to occur at a specified time, and multiple jobs may be chained together. All data access is subject to defined access security and data validations.

Typical uses include import of data from time collection devices and systems, import of changes to inventory items, export of data for web sites and product/company materials, and export of data to external systems.

Sage 100 Optional and Third-Party Integrated Modules

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Standard Edition Options

With Sage 100, you may upgrade the edition at no cost – you just need new keys.

1. Standard

Local office installation only for less than 8-10 users. Traditional system where all programs load from the server to the workstation for processing, creating traffic on the network. Once it goes over a certain number of users and depending on the types of transactions and additional programs, processing slows down, prompting an upgrade.

2. Advanced

Client/Server edition, where all processing is on the server and only what appears on the screen is sent to the workstation. Requires more network resources but results in much faster response times and is optimal for remote access.

3. Premium

This is the SQL edition, so SQL server and licenses are required. This edition also is a Client/Server design. This is not a required upgrade, unless you have external programs running in SQL that require integration or have much higher volumes of data. One example may be the uniPoint Quality Control function, which runs under SQL. Report creation and printing are generally faster with the SQL edition.

Optional Modules and Bundles

Modules sourced and supported by a third party are indicated. Otherwise, the module is available from and supported directly by Sage.

Sage Intelligence Connector Module

This optional module for Sage Intelligence provides data queries across modules, more complex report requirements, and incorporation of external data into reports. It is also required for financial statement consolidation of multiple entities.

Additional Integrated Business Intelligence Options

Sage Enterprise Intelligence from Nectari Software

Sage Enterprise Intelligence (SEI) is an intuitive, web-based reporting tool that helps you make faster and more informed business decisions. It does that by converting massive amounts of data from across your entire Sage 100 system (not just your financial modules) into meaningful insight and powerful real-time reports.

SEI provides data visualization tools such as gauges, charts, and dashboards that help you more easily spot trends, trouble spots, and opportunities.

Sage Data & Analytics from ZAP BI

Sage Data & Analytics (SD&A) is a powerful Business Intelligence toolkit for Sage 100 that delivers actionable financial and operational reporting to drive increased revenues, cost savings, and competitive advantage.

With SD&A, you get an out-of-the-box multi-stream BI and analytics solution that is quickly and easily configured to your business and requirements when integrated with Sage 100.

Sage US Payroll Subscription

The fully integrated Payroll module, including automated direct deposit, is now available as Payroll 2.0 in the 2018 release of Sage 100. This version provides improved integration and more features and capabilities within the business framework database design already included with the other modules. In addition to more data fields, many fields have been expanded for more flexibility. Data entry has also been streamlined.

Payroll is integrated with Sage Operations Management Time Tracker to provide a single entry of time with integration to Payroll data entry. It is also integrated with the optional Sage HRMS employee database, so maintenance is only performed in one place for additions and changes.

PAYA (independent processor)

Credit card processing and integration features are built into Sage 100. There are multiple processing services available that integrate with Sage 100, including PAYA, an independent processor entity (formerly Sage Payment Solutions). This is generally considered the most effective integration available, since they previously were part of Sage.

Sage CRM - Customer Relationship Management

The current Sage 100 bundle includes the CRM server and one named user. (See details under the Complete Bundle modules section.) Additional named users may be added under subscription.

Sage Fixed Assets and Asset Inventory Tracking

These functions provide for asset depreciation with integration to Accounts Payable, Purchase Order, and General Ledger and asset tracking of location, person assigned, serial number and other data about the asset with the ability to perform physical asset inventory. The software is maintained for compliance with federal tax laws.

Sage HRMS

This provides support for standard HR requirements and processes within a centralized database, including monitoring of employee records and personnel actions, HR compliance, benefits administration, absence management, and standard/custom reports. As mentioned previously, this integrates with the Sage 100 Payroll.

Sage Sales Tax (Avalara)

To provide functionality and features beyond the standard integrated sales tax schedules, which require manual updating, automated sales tax calculations are available from Avalara as a connected cloud service updated as changes are made by states and local jurisdictions for both the US and Canada. Imbedded in the software is address verification for correct directional modifiers, as well as zip codes. Sales tax exemption certificate tracking is also available for your exempt customers. Optional services are available directly from Avalara for sales tax return preparation.

Sage Alerts and Workflow Subscription (VineyardSoft)

Automated alerts based on specific business conditions, calculations and data values may be delivered using multiple methods including e-mail, text message, fax, dashboard, or instant message to one or multiple people within the organization or to external recipients. These alerts may also auto-deliver forms, documents and reports based on the identified values either immediately or based on a defined schedule. Processes may be streamlined through automation of defined workflow as part of the alerts function. This is fully integrated with Sage 100, as well as other Sage databases, powered and supported by VineyardSoft.

Sage Inventory Advisor (Netstock)

This is a cloud-based solution that integrates with Sage 100 to review inventory levels, open transactions and historical usage and optimize inventory levels to help reduce stock-outs, excess inventory and working capital. This provides accurate forecasts and optimal replenishment recommendations. This solution is powered and supported by Netstock.

AP Automation (Beanworks)

Powered by Beanworks, this integrated function eliminates data entry of AP invoices, provides on-line approval workflow and online, electronic payment. This may be accessed securely from anywhere from any device to review and approve invoices.

Inventory Replenishment Planning

Inventory Replenishment Planning (IRP) helps manage the purchasing process to avoid materials shortages and ensure the right materials arrive just in time. By analyzing orders, minimum stock requirements, current supply, quantities on purchase order, IRP creates a to-do list of the materials that need to be purchased. From this recommendation subject to review and edits, purchase orders may be generated in Sage 100 automatically. In addition to integration with inventory, sales order and purchase order modules, IRP also considers Bill of Materials and Production module data, if applicable.

Third-Party Endorsed and Integrated Modules

Warehouse and Production Management Systems (Scanco)

Scanco is the leading provider of supply chain automation software and services. In addition to their warehouse management solutions for automated inventory receiving, issues, transfers, shipping, and tracking status, they provide automation for the production processes. This includes integrated multi-bin inventory tracking, as well as other functions, such as lot traceability.

All these inventory and production functions integrate with several optional handheld and remote devices to take this beyond the desktop computer. We have customers using their warehouse management solutions, from 4 to 20 warehouse users and devices.

StarShip (V-Technologies)

StarShip is the leading provider of small parcel and LTL freight shipping integration for Sage 100. The data integration with 100 is bidirectional, specifically providing tracking data from the shipping providers directly within 100. We have many customers using their software successfully, and our consultants are familiar with the setup and use.

DocLink (Altec)

DocLink is a complete, automated document management and workflow solution potentially integrating with all modules of the Sage 100 software with specific functionality for accounts payable, accounts receivable and payroll. Altec and the DocLink software are fully endorsed by Sage.

Electronic Data Interchange (EDI) and e-Commerce (True Commerce)

There are multiple providers of EDI services and e-Commerce integrations, primarily as separate offerings. True Commerce offers complete, integrated supply chain solutions, including EDI, e-Commerce, and Shipping.

CIMcloud for Sage 100 (Website Pipeline)

Integrated, turnkey eCommerce platform and functions.